



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2701 SHERIDAN ROAD  
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 1500.1B  
N32  
JAN 25 1990

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 1500.1B

Subj: GENERAL MILITARY TRAINING III PROGRAM (GMT III)

Ref: (a) OPNAVINST 1500.22D

Encl: (1) GMT III Topics  
(2) Sample Complex Long Range Training Plan  
(3) Sample Complex Short Range Training Plan  
(4) List of Films, Tapes, and Slides Held by Safety  
(5) Sample of Attendance Sheet  
(6) Sample Training Report

1. Purpose. To promulgate a standardized follow-up training program to reinforce subjects covered under GMT I and II and introduce new material to motivate Naval personnel to fulfill command objectives. This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. NTCGLAKESINST 1500.1A.

3. Policy. GMT will be conducted on subjects listed in enclosure (1). Additional subjects, appropriate to the command's mission, are discretionary and will be scheduled bi-monthly at a minimum. Attendance at GMT sessions is mandatory for all enlisted personnel. Division Officers and Civilian Department Directors are strongly encouraged to attend. Some topics are mandatory for civilian personnel and will be annotated in the Complex Short Range Training Plan. To facilitate attendance, all GMT Training Petty Officers will schedule adequate training sessions to assist personnel in attending scheduled training.

4. Types and Methods of Training. Reference (a) provides guidance on the implementation of the GMT Program. The program may be administered through formal or informal training sessions.

a. Formal. Training is considered to be lecture format and can incorporate films, slides, or transparencies.

b. Informal. Training is non-structured where a variety of forms can be applied, such as: printed notices in the Plan of the Week, short films, or open discussion forums.

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5. Action

a. Assistant Chief of Staff, Operations

(1) Assign responsibility for coordination of the GMT program detailing specific requirements of the position

(2) Ensure full compliance with the spirit and stipulations of this instruction with special concern for the quality of instruction provided.

(3) Advise the Commander, Naval Training Center of desirable changes/improvements to the program.

b. Department Heads

(1) Select on the basis of superior performance and qualification an individual to manage departmental GMT training.

(2) Instill in Division Officers and Leading Petty Officers awareness of the importance of a continuous, high quality training program. Use, at a minimum, the list of GMT training topics listed in enclosure (1).

(3) Ensure all enlisted department personnel attend GMT sessions and civilian personnel are afforded the opportunity to attend.

(4) Ensure civilian personnel attend mandatory GMT as annotated in the Short Range Training Plan.

(5) Ensure all enlisted members are afforded no less than, but not limited to, six hours of In-Rate training.

(6) Recommend appropriate changes/improvements to the GMT program.

c. GMT Petty Officers

(1) Forward to the NTC Training Coordinator a completed report of training using enclosure (6).

(2) Document completion of each GMT requirement in individual training records.

(3) Coordinate GMT lectures for departmental personnel (Each GMT topic listed in enclosure (1) must be taught in accordance with the Complex Long Range Training Plan.

JAN 25 2000

## **FY-00 GMT TOPICS**

### **1. AREA ONE: MANAGING RISK**

- A) RECREATIONAL SAFETY**
- B) INFORMATION SECURITY-COMMUNICATION AND COMPUTERS**

### **2. AREA TWO: WELLNESS**

- A) RESPONSIBLE LIVING-RESPONSIBLE SEXUAL BEHAVIOR**
- B) PARENTING-FAMILY AND COMMAND RESPONSIBILITY**
- C) THIS IS THE FIRST DAY OF THE REST OF YOUR LIFE**

### **3. AREA THREE: PERSONAL GROWTH AND RELATIONSHIP**

- A) NAVY BENEFITS**
- B) DEVELOPING AND BUILDING TRUST**
- C) OFF THE JOB RELATIONSHIPS**
- D) MANAGING PERSONAL AFFAIRS AND LONG TERM PLANNING**
- E) ACHIEVING PERSONAL GOALS**

### **4. AREA FOUR: NAVY HERITAGE**

- A) UPHOLDING CORE VALUES**
- B) GEOPOLITICAL LANDSCAPE AND THE ROLE OF THE US NAVY**

Enclosure (1)

PLAN (FY00)				
NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
GMT-(MANDATORY) RECREATIONAL SAFETY	GMT-(MANDATORY) NAVY BENEFITS	GMT-(MANDATORY) ACHIEVING PROFESSIONAL GOALS	GMT-(MANDATORY) INFORMATION SECURITY- COMMUNICATIONS AND COMPUTERS	GMT-(MANDATORY) RESPONSIBLE LIVING/RESPONSIBLE SEXUAL BEHAVIOR
BASE INDOC	BASE INDOC	BASE INDOC	BASE INDOC	BASE INDOC
NAVY RIGHTS AND RESPONSIBILITIES	NAVY RIGHTS AND RESPONSIBILITIES	NAVY RIGHTS AND RESPONSIBILITIES	NAVY RIGHTS AND RESPONSIBILITIES	NAVY RIGHTS AND RESPONSIBILITIES
PREVENT	PREVENT	PREVENT	PREVENT	PREVENT
ADAMS	ADAMS	ADAMS	ADAMS	ADAMS
NAVY LEADERSHIP CONTINUUM	NAVY LEADERSHIP CONTINUUM	NAVY LEADERSHIP CONTINUUM	NAVY LEADERSHIP CONTINUUM	NAVY LEADERSHIP CONTINUUM
SAFETY COURSES/CLASSES AS REQUIRED/NEEDED	SAFETY COURSES/CLASSES AS REQUIRED/NEEDED	SAFETY COURSES/CLASSES AS REQUIRED/NEEDED	SAFETY COURSES/CLASSES AS REQUIRED/NEEDED	SAFETY COURSES/CLASSES AS REQUIRED/NEEDED
PHYSICAL FITNESS TRAINING	PHYSICAL FITNESS TRAINING	PHYSICAL FITNESS TRAINING	PHYSICAL FITNESS TRAINING	PHYSICAL FITNESS TRAINING
PROFESSIONAL TRAINING PQS/JQR	PROFESSIONAL TRAINING PQS/JQR	PROFESSIONAL TRAINING PQS/JQR	PROFESSIONAL TRAINING PQS/JQR	PROFESSIONAL TRAINING PQS/JQR
OFFICER TRAINING	OFFICER TRAINING	OFFICER TRAINING	OFFICER TRAINING	OFFICER TRAINING
TAP RETIREMENT/SEPARATION	TAP RETIREMENT/SEPARATION	TAP RETIREMENT/SEPARATION	TAP RETIREMENT/SEPARATION	TAP RETIREMENT/SEPARATION
TOTAL QUALITY LEADERSHIP	TOTAL QUALITY LEADERSHIP	TOTAL QUALITY LEADERSHIP	TOTAL QUALITY LEADERSHIP	TOTAL QUALITY LEADERSHIP
6 HOURS OF IN-RATE STUDY	6 HOURS OF IN-RATE STUDY	6 HOURS OF IN-RATE STUDY	6 HOURS OF IN-RATE STUDY	6 HOURS OF IN-RATE STUDY
DRILLS AS REQUIRED/NEEDED (FIRE)	DRILLS AS REQUIRED/NEEDED (FIRE)	DRILLS AS REQUIRED/NEEDED (FIRE)	DRILLS AS REQUIRED/NEEDED (FIRE)	DRILLS AS REQUIRED/NEEDED (FIRE)
STRESS MANAGEMENT	STRESS MANAGEMENT	INITIAL ETHICS TRAINING	STRESS MANAGEMENT	STRESS MANAGEMENT
WOMENS ASSERTIVENESS	MENS ASSERTIVENESS	NAVY WIDE ADVANCEMENT EXAM FOR E7	WOMENS ASSERTIVENESS	MENS ASSERTIVENESS
THRO COURSES CIVILIAN PERSONNEL PROCEDURES	INITIAL ETHICS TRAINING	COMMAND FINANCIAL SPECIALIST		NAVY WIDE ADVANCEMENT EXAM FOR E4/E5/E6
		MENS ASSERTIVENESS		COMMAND FINANCIAL SPECIALIST

PLAN (FY00)					
MAY	JUNE	JULY	AUGUST	SEPTEMBER	
GMT-(MANDATORY) MANAGING PERSONAL AFFAIRS D LONG TERM ANNING(PERSONAL FINANCE D INVESTING)	GMT-(MANDATORY) UPHOLDING CORE VALUES: MIDWAY THE BATTLE, THE HEROES AND THEIR STORIES	GMT-(MANDATORY) THIS IS THE FIRST DAY OF THE REST OF YOUR LIFE	GMT-(MANDATORY) OFF THE JOB RELATIONSHIPS (FRATERNIZATION)	GMT-(MANDATORY) DEVELOPING AND BUILDING TRUST(SEXUAL HARASSMENT)	
SE INDOC	BASE INDOC	BASE INDOC	BASE INDOC	BASE INDOC	
NAVY RIGHTS AND RESPONSIBILITIES	NAVY RIGHTS AND RESPONSIBILITIES	NAVY RIGHTS AND RESPONSIBILITIES	NAVY RIGHTS AND RESPONSIBILITIES	NAVY RIGHTS AND RESPONSIBILITIES	
CAREER INFORMATION TRAINING COURSE	CAREER INFORMATION TRAINING COURSE	CAREER INFORMATION TRAINING COURSE	CAREER INFORMATION TRAINING COURSE	CAREER INFORMATION TRAINING COURSE	
EVENT	PREVENT	PREVENT	PREVENT	PREVENT	
ADAMS	ADAMS	ADAMS	ADAMS	ADAMS	
NAVY LEADERSHIP CONTINUUM	NAVY LEADERSHIP CONTINUUM	NAVY LEADERSHIP CONTINUUM	NAVY LEADERSHIP CONTINUUM	NAVY LEADERSHIP CONTINUUM	
SAFETY COURSES/CLASSES AS REQUIRED/NEEDED	SAFETY COURSES/CLASSES AS REQUIRED/NEEDED	SAFETY COURSES/CLASSES AS REQUIRED/NEEDED	SAFETY COURSES/CLASSES AS REQUIRED/NEEDED	SAFETY COURSES/CLASSES AS REQUIRED/NEEDED	
PHYSICAL FITNESS TRAINING	PHYSICAL FITNESS TRAINING	PHYSICAL FITNESS TRAINING	PHYSICAL FITNESS TRAINING	PHYSICAL FITNESS TRAINING	
OFFICER TRAINING	OFFICER TRAINING	OFFICER TRAINING	OFFICER TRAINING	OFFICER TRAINING	
P	TAP	TAP	TAP	TAP	
RETIREMENT/SEPARATION	RETIREMENT/SEPARATION	RETIREMENT/SEPARATION	RETIREMENT/SEPARATION	RETIREMENT/SEPARATION	
TOTAL QUALITY LEADERSHIP	TOTAL QUALITY LEADERSHIP	TOTAL QUALITY LEADERSHIP	TOTAL QUALITY LEADERSHIP	TOTAL QUALITY LEADERSHIP	
HOURS IN-RATE STUDY	6 HOURS IN-RATE STUDY	6 HOURS IN-RATE STUDY	6 HOURS IN-RATE STUDY	6 HOURS IN-RATE STUDY	
DRILLS AS REQUIRED/NEEDED	DRILLS AS REQUIRED/NEEDED	DRILLS AS REQUIRED/NEEDED	DRILLS AS REQUIRED/NEEDED	DRILLS AS REQUIRED/NEEDED	
(FIRE)	(FIRE)	(FIRE)	(FIRE)	(FIRE)	
COMMAND FINANCIAL SPECIALIST	MENS ASSERTTIVENESS	COMMAND FINANCIAL SPECIALIST		NAVY WIDE ADVANCEMENT EXAM E4/E5/E6	
WOMANS ASSERTTIVENESS	ANNUAL MANDATORY SECURITY EDUCATION/AWARENESS	WOMANS ASSERTTIVENESS	MENS ASSERTTIVENESS	EO/EE0 PREVENTION OF SEXUAL HARASSMENT AND FRATERNIZATION	
ANNUAL MANDATORY FORMATION SECURITY ADP				COMMAND FINANCIAL SPECIALIST	

**NTC COMPLEX SHORT RANGE TRAINING PLAN (FY00)****NOVEMEBER****DATES**

**8-10:** PREVENT. MANDATORY FOR MILITARY PERSONNEL E5 AND BELOW UNDER 26 YEARS OF AGE--ONCE PER TOUR. CIVILIAN ATTIRE. TIME/LOCATION: 0700, FSC, BLDG 42, 2ND DECK REAR. POC: MS. MALAYTER, FSC, X3603.

**1-12, :** NAVLEAD CPO/LPO. MANDATORY FOR ALL E5-E7 PERSONNEL--EFFECTIVE OCT 99, THIS COURSE IS REQUIRED FOR ADVANCEMENT ELIGIBILITY. UNIFORM: E7-KHAKI (CNT), E5/E6 WINTER BLUE. BRING PT GEAR ON FIRST DAY. NAVY WEIGHT STANDARDS STRICTLY ENFORCED--MEASUREMENTS WILL BE TAKEN ON FIRST DAY. PERSONNEL MUST BE FREE FROM ALL MILITARY OBLIGATIONS WHILE ATTENDING. TIME/LOCATION: 0715-1700, BLDG 2B, (ROOM 121, E7; ROOM 126, E6; ROOM 119, E5). POC: BILLETS MUST BE REQUESTED VIA YOUR TPO/TRAINING COORDINATOR. COURSE SPECIFICS: (1-12: E7).

**6, 13, 22, 27:** WOMENS ASSERTIVENESS--TEACHES WOMEN HOW TO BE ASSERTIVE IN THEIR LIVES. AVAILABLE FOR BOTH MILITARY AND CIVILIAN PERSONNEL. PARTICIPANTS ATTEND ALL FOUR SESSIONS. TIME/LOCATION: 1130-1300, FSC. POC: YOUR TPO/TRAINING COORDINATOR.

**8, 10:** GMT-SUICIDE/RECREATIONAL SAFETY. ALL MILITARY AND CIVILIAN PERSONNEL ARE REQUIRED TO ATTEND ONE OF THE SESSIONS LISTED. CHECK THE MONTHLY SCHEDULE FOR FOLLOW-UP DATES AND THE POW. TIME/LOCATION: 8 NOV, 0900-1030 OR 10 NOV, 1300-1430. ROSS AUDITORIUM.

**2:** BASE INDOCTRINATION. MANDATORY FOR NEWLY REPORTING PERSONNEL--BOTH MILITARY AND CIVILIAN. TIME/LOCATION: 0700, BLDG 27 (USO). POC: RP1 AARON, X4510. SCHEDULE QUOTA THROUGH NC1 BROUGHTON X4527

**3:** NAVY RIGHTS & RESPONSIBILITIES. MANDATORY FOR MILITARY PERSONNEL--REQUIRED WITHIN 90 DAYS OF REPORTING TO THE COMMAND. TIME/LOCATION: 0800, BLDG 5, CONFERENCE ROOM, POC: CME0, X6378. SCHEDULE QUOTA THROUGH NC1 BROUGHTON X4527

**1-5, 15-19:** TRANSITION ASSISTANCE PROGRAM (TAP). REQUIRED FOR MILITARY PERSONNEL SEPARATING FROM ACTIVE DUTY--RETIRING MILITARY ENCOURAGED TO ATTEND. ATTENDANCE ENCOURAGED UP TO 180 DAYS PRIOR TO RETIREMENT/SEPARATION, BUT NO LATER THAN 90 DAYS PRIOR. COORDINATOR LYNN ELLISTON-LEPALM, X3603, FSC. TIME/LOCATION: 0730-1600, FSC FOR RETIREMENT CLASS AND 0730-1600, BLDG 215 FOR SEPARATION CLASS. COURSE SPECIFICS: (1-5: RETIREMENT, 15-19: SEPARATION). SCHEDULE QUOTA THROUGH NC1 BROUGHTON X4527

**4:** CAREER INFORMATION TRAINING COURSE (CITC). MANDATORY FOR ALL E5-04 PERSONNEL--WITHIN 6 MONTHS OF REPORTING ONBOARD. DEPT/DIV CAREER COUNSELORS AND DIVISION OFFICER=S ARE REQUIRED TO ATTEND ONCE EVERY 18 MONTHS. TIME/LOCATION: 0745-1630, BLDG 5, RETENTION CENTER. POC: NCCM(SW/AW) GAMMON X6456

**18:** ALCOHOL DRUG ABUSE MANAGERS SUPERVISORS (ADAMS) COURSE. MANDATORY FOR MILITARY SUPERVISORS E5 AND ABOVE--ONCE EVERY FIVE YEARS. CIVILIANS SUPERVISING MILITARY PERSONNEL ARE HIGHLY ENCOURAGED TO ATTEND. TIME/LOCATION: 0730-1600, BLDG 1 CONF RM. POC: DAPA, X4217.

**22, 29:** STRESS MANAGEMENT. AVAILABLE FOR BOTH MILITARY AND CIVILIAN PERSONNEL. PARTICIPANTS ATTEND BOTH SESSIONS. TIME/LOCATION: 1230-1530, FSC. POC: YOUR TPO/TRAINING COORDINATOR.

**THREE TIMES WEEKLY:** PHYSICAL FITNESS TRAINING. MANDATORY FOR ALL MILITARY PERSONNEL--AT LEAST 20 MINUTES OF BRISK AEROBIC EXERCISE. TIME/LOCATION: TO BE DETERMINED BY EACH DEPT.

**AS REQUIRED/NEEDED:** SAFETY COURSES/CLASSES--IAW OPNAVINST 5100.23D. TIME/LOCATION: TBA, BLDG 3400. POC: MR. LEAVENS, X2035.

**AS REQUIRED/NEEDED:** ETHICS INITIAL TRAINING. MANDATORY FOR ALL NEW DOD EMPLOYEES WITHIN 90 DAYS OF REPORTING. TIME/LOCATION: TBA, BLDG 1. POC: MS. VLAHOS, X4422.

**AS REQUIRED/NEEDED:** PROFESSIONAL TRAINING PQS/JQR. TO BE CONDUCTED CONTINUOUSLY BY ALL DEPARTMENTS/DIVISIONS.

**AS REQUIRED:** 6 HOURS (MANDATORY) IN-RATE TRAINING. FOR ENLISTED PERSONNEL ONLY--RATE SPECIFIC TO BE DONE INDIVIDUAL OR STUDY GROUPS. TIME/LOCATION: TBA. DEPARTMENT RESPONSIBLE FOR ASSURANCE OF STUDY TIME

TRAINING FILMS AND SLIDES HELD BY BLDG 3200 SAFETY

1. SEEING
2. COMMUNICATING
3. ADJUSTING SPEED
4. MARGIN OF SAFETY
5. DRIVING EMERGENCY
6. YOUR CAR
7. YOU THE DRIVER
8. VOLUNTEER
9. BULLETS BIKES - THE DANGER ZONE
10. THE RIDE OF YOUR LIFE
11. LUCKY 13
12. YOUR UNDER ARREST (DRUNK DRIVING)
13. UNTIL I GET CAUGHT
14. REASON TO LIVE
15. DOING WHAT'S REASONABLE
16. ILLINOIS STATE TROOPER
17. ROOM TO LIVE
18. ROOM TO LIVE II
19. MAKE WINTER DRIVING SAFER
20. A SECOND CHANCE FOR LIFE
21. SECONDS TO LIVE
22. OPERATION LIFE SAVER, UNION PACIFIC RAILROAD
23. TRAIN SAFETY
24. TAKE THE LONG WAY HOME
25. DAVID'S RUN
26. WHERE DO THE CHILDREN GO
27. ACCIDENT INVESTIGATION
28. BACK INJURY PREVENTION
29. BACK INJURY
30. ME AND MY BACK
31. EYE SAFETY
32. FIRE FIGHTER SAFETY
33. HEAT STRESS PREVENTION
34. HEAD INJURY PREVENTION
35. HEARING SAFETY
36. SAMMY THE SEAL CLEANING HOUSE
37. A LOOK AT OCCUPATIONAL SAFETY AND HEALTH

38. IT WON'T HAPPEN TO ME
39. THE OTHER HALF OF THE SAFETY TEAM
40. KILLER TORNADO
41. THE SAFETY SECRET
42. IT SOUNDED LIKE A FREIGHT TRAIN
43. NAVOSH, IT'S PROTECTING YOU
44. UNDERSTANDING THE ASBESTOS HAZARDS
45. RESPIRATORY PROTECTION PART 1 (OVERVIEW)
46. ORIENTATION, RIGHTS AND DUTIES, SAFETY AND HEALTH
47. CONTROLLING SPILLS, PARTS 1 AND 2
48. HAZARD COMMUNICATION TODAY
49. HAZARDOUS MATERIAL HANDLING AND CONTROL PROGRAM
50. HAZARD CONTROL AND MANAGEMENT
51. CONTAINER LABELING
52. NARF- PENSACOLA HAZARD COMMUNICATION PROGRAM
53. A PASSION FOR EXCELLENCE
54. AEROBIC SHAPE 1 AND 2
55. ASBESTOS MANAGEMENT
56. SHIPBOARD ELECTRICAL SAFETY
57. SHIPBOARD RESPIRATORY PROTECTION FOR THE USER AND THE SUPERVISOR
58. SHIPBOARD HAZARDOUS MATERIAL USERS GUIDE
59. HAZARDOUS MATERIALS CONTROL AFLOAT

#### **1/2 INCH TAPES**

- B-1 WORKING WITH HAZARDOUS MATERIAL  
SEVEN STEPS TO LADDER SAFETY  
PROTECTING YOUR HEARING
- B-2 PREVENTING SLIPS,TRIPS AND FALLS  
OFF THE JOB SAFETY  
SAFE MATERIALS HANDLING
- B-3 DRIVE SAFELY  
LOCK OUT TAG OUT SIX STEPS TO SAFETY  
NEAR MISSES
- B-4 SAFE STACKING AND STORAGE  
SHORTCUTS  
BODY MECHANICS: PREVENT PAIN AND STRAIN

- C-1 COMMITMENT TO SAFETY: SAFETY ORIENTATION  
ACCIDENT REPORTING AND INVESTIGATION  
SAFETY AND SUBSTANCE ABUSE
- C-2 WORK ZONE SAFETY  
PREVENTING HAND INJURY: THREE LINES OF DEFENSE  
MACHINE AND SAFETY EQUIPMENT
- C-3 PERSONAL PROTECTIVE EQUIPMENT  
REPETITIVE MOTION INJURY: PREVENTION IS IN YOUR  
HANDS  
DISASTER PREPAREDNESS: WHAT TO DO IF IT HAPPENS
- C-4 HEAT STRESS  
RESPIRATORY SAFETY: THE BREATH OF LIFE  
WORKING IN CONFINED SPACES
- D-1 ELECTRICAL SAFETY: DOWN TO THE WIRE  
EYE CARE: ABOUT EYE SAFETY  
HOUSEKEEPING IT'S EVERYONES JOB
- D-2 MAKING HEALTHY CHOICES  
SAFE LIFTING AND CARRYING  
SKIN CARE AND SAFETY
- D-3 FIRE SAFETY: EVERYONE'S JOB  
RULES FOR TOOL SAFETY  
HORSEPLAY IS NO JOKE
- D-4 YOUR PART IN SAFE CHEMICAL STORAGE  
YOUR PART IN SAFE CHEMICAL DISPOSAL  
FORKLIFT SAFETY

### **SLIDES**

1. RESPIRATORY FITTING INSTRUCTIONS (WITH CASSETTE)
2. CHILD SAFE (CASSETTE 2)
3. WALKING AND WORKING SURFACES
4. SAFETY AND YOU, HOW TO PREVENT FALLS
5. 3M BRAND 8710 DUST RESPIRATOR
6. SAFETY BELTS FACT OR FICTION

7. LADDER SAFETY
- 8 VENTILATION
9. OPERATION LIFESAVER
10. PREVENTING OFFICE ACCIDENTS
11. CARE, USE AND INSPECTION OF CHAIN SLINGS
12. ACCIDENT INVESTIGATION TECHNIQUES
13. IT'S YOUR HEARING
14. ASBESTOS ABATEMENT WORKER PROTECTION
15. TIPS FOR NEW EMPLOYEES
16. OH MY ACHING BACK
17. ESSENTIAL ELEMENTS FOR A SAFETY AND HEALTH PROGRAM
18. OFFICE SAFETY
19. HAND TOOLS  
SAFETY AND THE SUPERVISOR
20. GUARD YOUR SIGHT  
GUARD YOUR HANDS
21. PORTABLE LADDERS  
YOUR FEET ARE YOUR FORTUNE
22. NTC SAFETY INDOC
23. OFFICE SAFETY: SLIPS, TRIPS AND FALLS
24. OFFICE SAFETY: BACK INJURY
25. ORIENTATION IN OCCUPATIONAL SAFETY AND HEALTH FOR FEDERAL EMPLOYEES
26. THE SAFE WAY AROUND MACHINES
27. ACIDS AND BASES
28. FLASHPOINT
29. THERE'S SOMETHING IN THE AIR
30. WAREHOUSE AND STORAGE SAFETY
31. SOLVENTS
32. SAFETY'S OTHER SIDE
33. GENERAL CONCEPTS
34. HOW TO PREVENT FALLS
35. OH MY ACHING BACK
36. SOMEONE'S IN THE KITCHEN
37. TOXIC METALS
38. FIRE EXTINGUISHERS
39. KEEP IT CLEAN
40. HOW TO SURVIVE A HOTEL FIRE

**FILM**

1. SECONDS TO LIVE
2. REASON TO LIVE
3. ROOM TO LIVE
4. ROOM TO LIVE II
5. UNTIL I GET CAUGHT
6. SAFETY BELTS AND YOU
7. DYNAMICS OF A CRASH
8. CHILD RESTRAINTS
9. CHILDREN AND INFANTS IN CAR CRASHES
10. EGG, PUMPKIN, HEADACHE
11. BEND YOUR KNEES
12. THE RIGHT ATTITUDE
13. I NEVER HAD AN ACCIDENT
14. SAFE BREATHING
15. THE WAY TO GO
16. BASIC MOTORCYCLE MANEUVERS
17. BASIC STREET RIDING
18. INCREASING RIDING SKILLS
19. A DRIVER'S VIEW OF MOTORCYCLING
20. DRIVE AT NIGHT
21. SAFE DRIVING IN BAD WEATHER
22. MAKE WINTER DRIVING SAFER
23. FINAL FACTOR
24. WATER SKIING ON FOUR WHEELS



NTCGLAKESINST 1500.1B

Date

From: Department Training Petty Officer  
To: NTC Training Coordinator  
Via: Department ACOS

Subj: MONTHLY TRAINING REORT FOR THE MONTH OF \_\_\_\_\_

1. The following training was conducted for the month of \_\_\_\_\_:

<u>Training Topic</u>	<u>Date Conducted</u>	<u># in Attendance</u>
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Very Respectfully,

Department Training Petty Officer

Enclosure (6)